



KONYA
TECHNICAL UNIVERSITY
DISTANCE EDUCATION
APPLICATION AND RESEARCH CENTRE
1970

INSTRUCTOR

GUIDE TO SHARING COURSE RECORDING

Sharing Course Recording

01

After logging into the Distance Learning System (LMS), select the course to which you want to add the recorded lecture.

The screenshot shows the 'Kurslarım' (My Courses) page in the LMS. The page title is 'Kurslarım' and the subtitle is 'Kurslara genel bakış'. There are three tabs: 'Devam eden' (Active), 'Geçmiş' (Past), and 'Yıldızlı' (Starred). The 'Devam eden' tab is selected. Below the tabs, there is a search bar with the text 'Ara' and a dropdown menu for 'Kurs adına göre sırala'. There are two course cards displayed. The first card is for '2025 yılı eğitimler' and 'Nesneye Dayalı Programlama'. The second card is for 'Ana Kategori' and 'Yapay Sinir Ağları'. A red circle with the number '1' is placed over the 'Yapay Sinir Ağları' card, and a hand cursor is pointing at the 'DERSİ GÖRÜNTÜLE' button on this card. The footer of the page contains the Konya Teknik Üniversitesi logo and the text 'UZAKTAN EĞİTİM UYGULAMA VE ARAŞTIRMA MERKEZİ 1970'.

Sharing Course Recording

02

Activate the “**Edit mode**” button located at the top right of the course page.

The screenshot shows a course page for 'Yapay Sinir Ağları' (Artificial Neural Networks) by 'Öğretim Elemanı Ktun'. The page is in 'Edit mode', indicated by a green toggle switch in the top right corner, which is highlighted with a yellow box and a red circle containing the number '2'. A yellow arrow points from the 'Edit mode' toggle in the top right to the 'Edit mode' toggle in the top right of the course page. The course page features a dark header with the course title and a 'Toplu İşlemler' button. Below the header, there are four statistics: 1 Kayıtlı Öğrenciler (Registered Students), 0 Tamamlayan Öğrenciler (Completed Students), 0 Devam Etmekte (In Progress), and 1 Henüz Başlamadı (Not Started). The page also has a navigation menu with 'Kurs', 'Ayarlar', 'Katılımcılar', 'Notlar', and 'Etkinlikler'. The main content area is titled 'Genel' and contains a 'Duyurular' (Announcements) section with a '+ Bölüm ekle' (Add Section) button at the bottom.

Sharing Course Recording

03

While Edit mode is active, click the **plus (+) icon** in the relevant week of the course where you want to add the video.

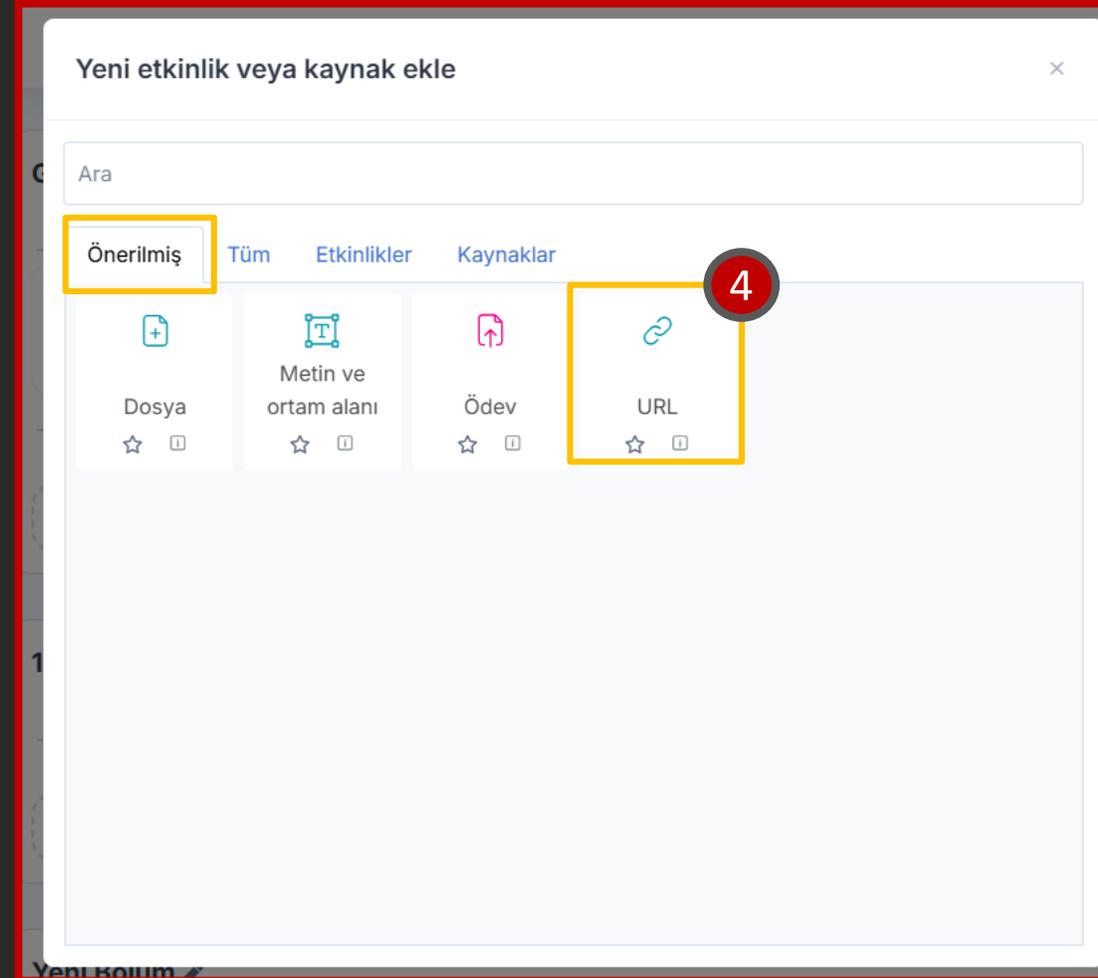
In the window that opens, click the **“Add an activity or resource”** button.

The screenshot displays the course management interface in edit mode. The top section is titled 'Genel' (General) and contains a 'Duyurular' (Announcements) section with a message: 'Dersimiz her hafta pazartesi günü ders saati içerisinde çevrimiçi olarak yapılmaktadır.' (Our course is held online every Monday during the lesson time.) Below this is a '+ Bölüm ekle' (Add section) button. The bottom section is titled 'Yeni Bölüm' (New Section) and also has a '+ Bölüm ekle' button. A plus (+) icon is highlighted in a blue circle, and a red circle with the number '3' is placed over it. A yellow box highlights the 'Etkinlik veya kaynak' (Activity or resource) button in the dropdown menu that appears when the plus icon is clicked. The menu also shows 'Alt bölüm' (Alternative section).

Sharing Course Recording

04

To add the course video, click the “URL” module under the “Recommended” tab in the “Add a new activity or resource” window.



Sharing Course Recording

05

In the “New URL” window, fill in the “Name” field.

For the “External URL” field, open the **Microsoft Teams** application.

Yeni URL

[Tümünü genişlet](#)

Genel

Adı   Canlı Ders Linki 5

Harici URL  [Bir bağlantı seçin...](#)

Açıklama

Düzenle Görüntüle Ekle Biçim Araçlar Tablo Yardım

  **B** *I*               

p 0 kelime Build with  tinyMCE

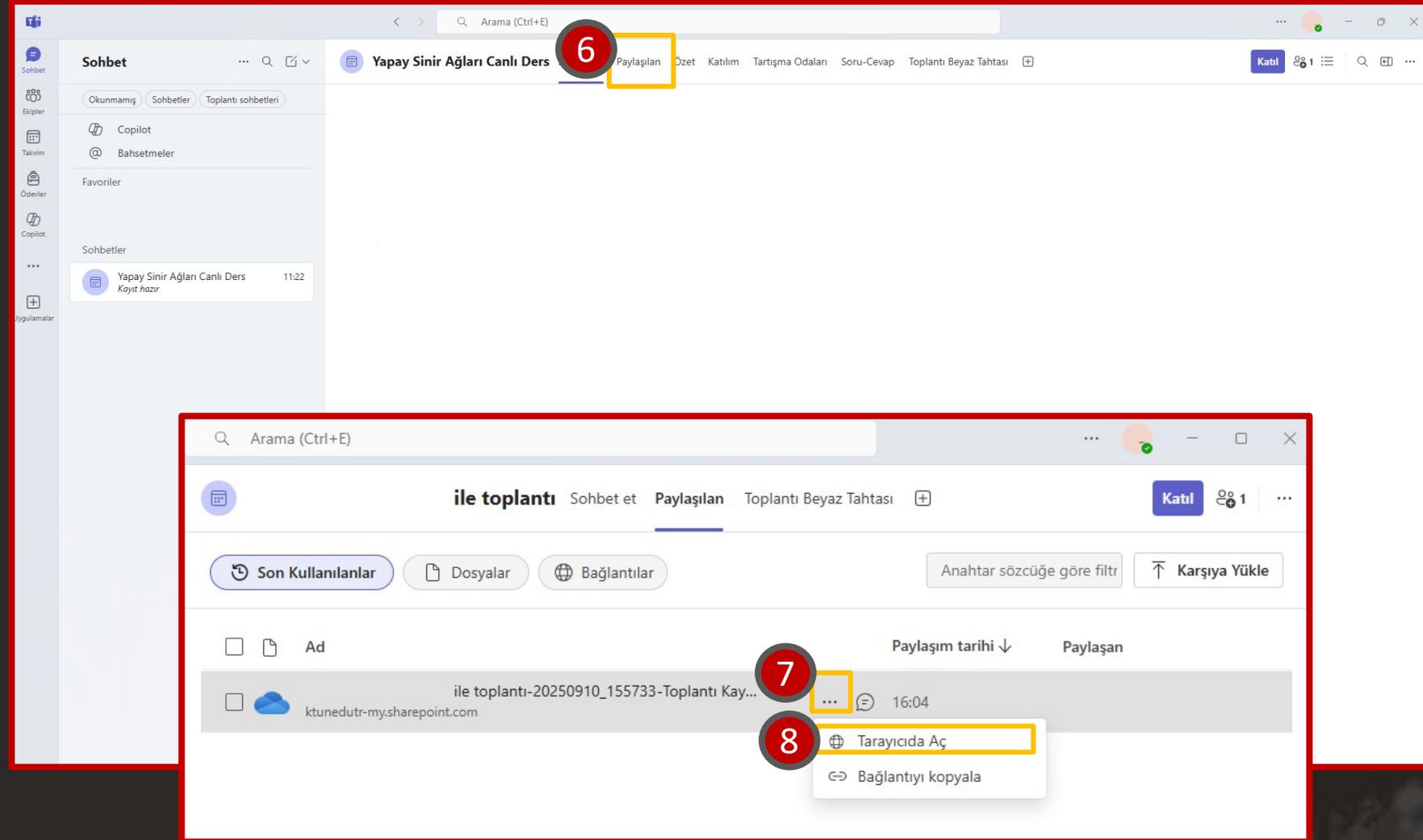
Kurs sayfasında açıklama göster 

Sharing Course Recording

06

To share the video of the class conducted via Microsoft Teams, you can access the meeting details from the “**Chat**” tab in the Teams application. After selecting the relevant meeting, open the **meeting recording in your web browser**.

You may be asked to sign in again with your Teams account while opening the video in your browser.

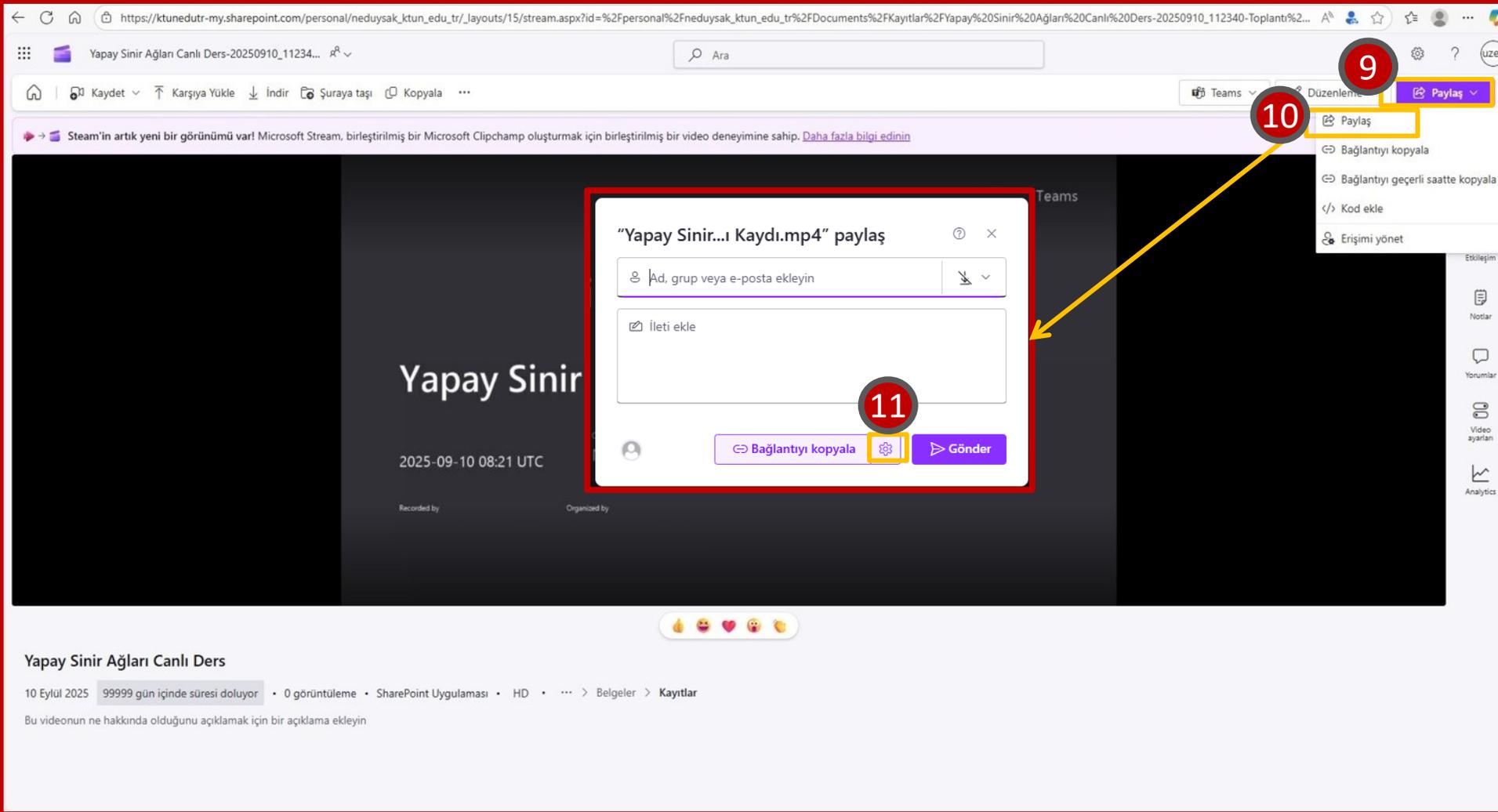


The screenshot shows the Microsoft Teams interface. The top navigation bar includes 'Sohbet' (Chat), 'Paylaşılan' (Shared), 'Dzet', 'Katılım', 'Tartışma Odaları', 'Soru-Cevap', and 'Toplantı Beyaz Tahtası'. The 'Paylaşılan' tab is active, showing a list of shared items. A red circle with the number '6' highlights the 'Paylaşılan' tab. A yellow box highlights the 'Paylaşılan' tab label. Below the navigation bar, there are buttons for 'Son Kullanılanlar', 'Dosyalar', and 'Bağlantılar'. A search filter 'Anahtar sözcüğe göre filtr' and a 'Karşıya Yükle' button are also visible. The main content area shows a list of shared items. A red circle with the number '7' highlights the 'Bağlantılar' button. A yellow box highlights the 'Bağlantılar' button. Below the list, a red circle with the number '8' highlights the 'Tarayıcıda Aç' (Open in Browser) option in the context menu. A yellow box highlights the 'Tarayıcıda Aç' option.

Sharing Course Recording

07

To share the video, click the “**Share**” button in the upper-right corner, then click “**Share**” again in the window that appears. In the dialog box, select “**Settings**”.



The screenshot shows a Microsoft Stream video player interface. The video title is "Yapay Sinir Ağları Canlı Ders-20250910_11234...". The sharing menu is open, and the "Paylaş" (Share) button is highlighted with a red circle '9'. The "Paylaş" dialog box is also open, and the "Bağlantıyı kopyala" (Copy link) button is highlighted with a red circle '10'. The "Gönder" (Send) button is highlighted with a red circle '11'.

The video player shows the following details:

- Video Title: Yapay Sinir Ağları Canlı Ders
- Recorded on: 2025-09-10 08:21 UTC
- Recorded by: [Name]
- Organized by: [Name]

The sharing dialog box contains the following options:

- Ad, grup veya e-posta ekleyin
- İleti ekle
- Bağlantıyı kopyala
- Gönder

The video player also shows a metadata bar at the bottom with the following information:

- Yapay Sinir Ağları Canlı Ders
- 10 Eylül 2025
- 99999 gün içinde süresi doluyor
- 0 görüntüleme
- SharePoint Uygulaması
- HD
- Belgeler
- Kayıtlar

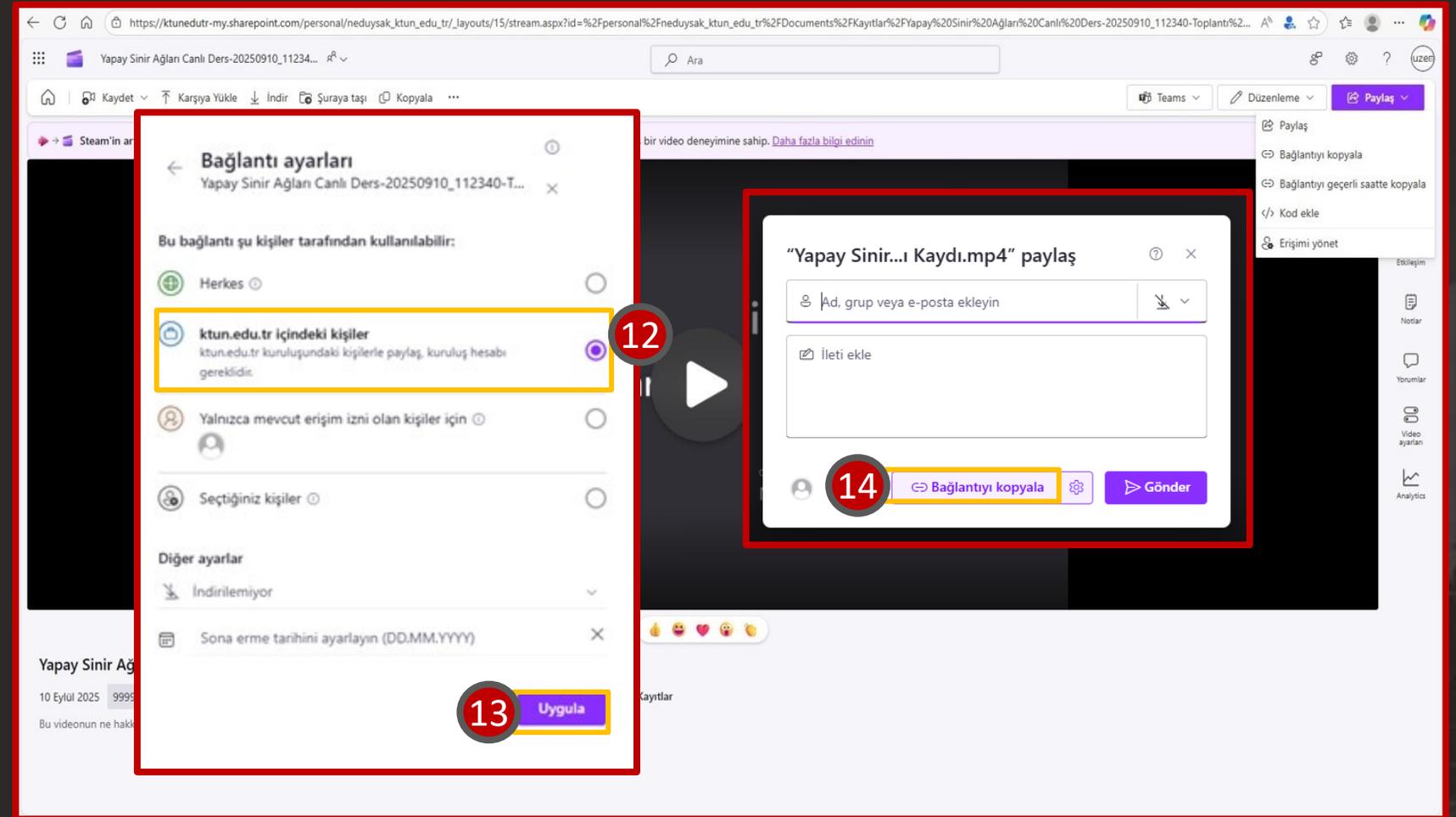
The video description at the bottom reads: "Bu videonun ne hakkında olduğunu açıklamak için bir açıklama ekleyin."

Sharing Course Recording

08

In the link settings window, select **“People in ktun.edu.tr”** and click the **“Apply”** button.

Then click the **“Copy link”** button to obtain the video link of your course recording.



The screenshot shows a video player interface with a red border. The browser address bar displays a URL from ktunedutr-my.sharepoint.com. The video player controls are visible, including a play button and a volume icon. The 'Bağlantı ayarları' (Link Settings) window is open, showing the following options:

- Bu bağlantı şu kişiler tarafından kullanılabilir:
 - Herkes (radio button)
 - ktun.edu.tr içindeki kişiler** (radio button, highlighted with a yellow box and a red circle with the number 12)
 - Yalnızca mevcut erişim izni olan kişiler için (radio button)
 - Seçtiğiniz kişiler (radio button)
- Diğer ayarlar:
 - İndirilemiyor (dropdown menu)
 - Sona erme tarihini ayarlayın (DD.MM.YYYY) (dropdown menu)

The 'Uygula' (Apply) button is highlighted with a red circle and the number 13. The '“Yapay Sinir...ı Kaydı.mp4” paylaş' (Share 'Yapay Sinir...ı Kaydı.mp4') window is also open, showing the following options:

- Ad, grup veya e-posta ekleyin (input field)
- İleti ekle (input field)
- Bağlantıyı kopyala** (button, highlighted with a red circle and the number 14)
- Gönder (button)

Sharing Course Recording

09

Paste the meeting link you copied from Microsoft Teams into the “**External URL**” field on the “**New URL**” page in the LMS.

When you click “**Save and return to course**”, the video link will be added to the course page.

Yeni URL Tümünü genişlet

Genel 5

Adı 1. Hafta

Harici URL 15 [Bir bağlantı seçin...](#)

https://teams.microsoft.com/join/19%3ameeting_NjgwYzQ5M2UtN

Açıklama

Düzenle Görüntüle Ekle Biçim Araçlar Tablo Yardım

1. Hafta Ders videosu

3 kelime Build with tinyMCE

Kurs sayfasında açıklama göster

16 **Kaydet ve derse dön** **Kaydet ve göster** **İptal**

Gerekli

Sharing Course Recording

10

The course video will be displayed under the relevant week.

If you wish, you may deactivate “**Edit mode**” again after completing the process.

The screenshot shows the course interface with the following elements:

- Top Bar:** Contains a notification bell, a chat icon, a dropdown menu labeled "ÖK", and a toggle switch (labeled 17) that is currently turned on.
- Course Header:** Displays "ÖK Öğretim Elemanı Ktun".
- Statistics:** Shows 1 registered student, 0 completed students, 0 students in progress, and 1 student who has not yet started.
- Navigation:** Includes tabs for "Kurs", "Ayarlar", "Katılımcılar", "Notlar", and "Etkinlikler".
- Genel Section:** Contains a "Duyurular" (Announcements) section with a message: "Dersimiz her hafta pazartesi günü ders saati içerisinde çevrimiçi olarak yapılmaktadır."
- Yeni Bölüm Section:** Contains a "1. Hafta" (1st Week) section with a link to "1. Hafta Ders videosu".

Yellow boxes highlight the toggle switch in the top bar and the "Yeni Bölüm" section. A red circle with the number 17 is positioned near the top bar toggle switch.



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